

# Relocation Values and Options

GSA/AMSA Household Goods Forum – Garden Grove  
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U.S. Immigration  
and Customs  
Enforcement

# Perspective

- Introduction
- Goals Today



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# Getting Started

## Market Research is the Key

- What does your customer want?
- What have their previous experiences been in obtaining this service?
- Look at knowledge base of your evaluation team

## What Services are Offered by GSA on Schedule?

- Review SINS on Schedule 48
- Review Vendor information available on-line
- Review the GSA Work Statement available on-line

## Customizing Your Requirement

- Can I customize the work statement?
- What about adding a Schedule of Prices?



# Evaluation Factors

Work with the customer to identify evaluation factors

- Make sure the factors are clear and concise
- Make sure you identify the relative weights of the factors
- Make sure you evaluate everything that you identified as a factor
- Price and Past Performance must always be evaluation factors



# Lessons Learned

## Past Performance Factor

- NIH database/PPIRS database provide minimal results
- Construct Past Performance checklist based on NIH format and send to contractor provided references

Recommend creating a checklist to be used by evaluation team  
Adjectival Ratings vs. Numerical Ratings

Be consistent in evaluation approach for both technical and price

Get your evaluation team actively involved

- Example: The team is encouraged to contact references in the evaluation of past performance for additional information and clarification



# More Lessons Learned

During Solicitation, be prepared for questions, questions and more questions

- Seek assistance from your evaluation team members
- Seek assistance from the professionals:
  - GSA (Ask the Expert website)
  - Vendors and Trade Associations

Document, document, document---and be prepared

